



healthylivingniagara.com

Request for Proposals

Project Framework

Due February 3, applications will be accepted by e-mail

Purpose

Healthy Living Niagara is accepting proposals from a consultant, or team of consultants, to create a guide outlining the development process of an “economic value of active transportation and the impact of the built environment on well-being” project. Ultimately this guide will be used by a working group to create a resource that various agencies can use to support their business case for active transportation and built environment initiatives.

The successful candidate will work with a group of diverse professionals from numerous agencies including representation from health, post secondary education, tourism, housing, poverty, transportation and culture.

Background

Healthy Living Niagara (HLN) is made up of community partners who work to advance policies so people in Niagara can lead safe, healthy active lives and youth can flourish. We are funded through the Ministry of Health and Long Term Care. The “economic value of active transportation and the impact of the built environment on well-being” project supports our following policy ideas:

- Ensure all new and redevelopment includes healthy living options such as sidewalks, green space, bike lanes and bike parking
- Put in place guidelines regarding active and safe routes to schools
- Workplace policies that support employees to make healthy choices

Healthy Living Niagara is providing the financial support to hire a consultant for this project. For more information on Healthy Living Niagara, please visit <http://healthylivingniagara.com>

Project Scope and Deliverables

Deliverable – create a guide outlining the development process of an economic value of active transportation and the impact of the built environment on well-being project

The role of the consultant will be to:

- Facilitate group meetings (both in-person and teleconference)
- Create a project charter around the scope, timeline for outcomes, process for decision making and project management authority with the input of the workgroup
- Create a lexicon of common terms to ensure everyone has the same understanding; i.e. in this paper, the term value infers the ability to apply a monetary value to a specific issue. Data refers to numerical information we are able to collect. Formula is how we are able to take the data and apply a dollar value to it to show economic value.
- Develop a terms of reference with the input of the workgroup
- Determine what the expertise gaps are within the workgroup and provide recommendations for who and how to bring the right partners to the committee
- Create a visual tool/map of the project to explain the various components
- Provide recommendations for moving forward on the various components of the project

- Generate a report on the process that we can use for our funders and future partnerships as well as recommendations
- Help shape what a final tool or resource might look like and where it might be housed to make it accessible to all partners
- Suggest ways in which the final tool might be used by the various agencies and partners to advance their goals consistent with those of Healthy Living Niagara
- Facilitate/ recommend knowledge translation strategies

Timelines

January 2012-March2012

Week of	Task
January 20-February 3	Proposal submissions will be accepted
February 6-8	Proposals will be short listed and companies will be contacted for interview
February 10	Companies will be interviewed by a panel
February 11	Contract awarded
February 16	First meeting with task group to begin work
March 30	All work will be completed and transferred to Healthy Living Niagara

Restrictions

- Transfer of ownership of all resources and materials created must be made to Healthy Living Niagara at the end of the contract
- Healthy Living Niagara is not obligated to accept any contract bid submitted

Submission Requirements

Proposals will be accepted until Friday February 3, 2012. Only applicants who are granted interviews will be notified. Letters of interest should reflect an understanding of the following:

- The issues around active transportation and the built environment
- Ability to work with a multidisciplinary committee
- An understanding of the scope of the project
- A preliminary work plan outlining how you would shape this project
- A list of relevant past experiences, related achievements and qualifications
- Three references from organizations or individuals who have used your services preferably in a similar capacity

The consultant for this project will be selected based on:

- Skills and experience in project scope development
- Capacity to meet the needs outline in the deliverables
- Ability to adhere to tight timelines and provide quick turn around on all aspects of the project
- Ability to meet all expectations with an allotted budget and timeline

Budget

This contract is not to exceed \$9,000 (plus HST) including all related expenses. Consultants may suggest enhancements to deliverables that could be made pending available additional funds. Healthy Living Niagara is not responsible for costs incurred in the preparation of any submissions.

For more information

Questions about the deliverables for this contract may be directed to:

Jackie Gervais, Health Promoter

c/o Niagara Region Public Health, Chronic Disease and Injury Prevention Division

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